

**IN THE IOWA DISTRICT COURT FOR THE FIFTH JUDICIAL DISTRICT**

**IN RE TEMPORARY EARLY  
CLOSURE OF THE GUTHRIE,  
MADISON AND DALLAS COUNTY  
CLERKS OF COURT OFFICES FOR  
ELECTRONIC DOCUMENT  
MANAGEMENT TRAINING**

**ADMINISTRATIVE ORDER 2013 - 40**

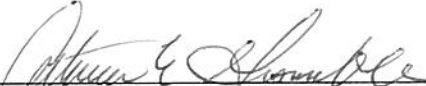
**WHEREAS** the Electronic Document Management System (EDMS) governed by Chapter 16 of the Iowa Rules of Court is being officially implemented in Guthrie, Dallas and Madison Counties on Tuesday, August 20, 2013; The Court finds it necessary to require early closure of the three County Clerk of Court Offices to the public as listed below for the Clerk's Office to prepare and train staff for such EDMS implementation.

**NOW, THEREFORE, IT IS HEREBY ORDERED** that the Clerk of Court's Offices in Dallas, Guthrie and Madison County shall close at noon for the remainder of the day on the following dates:

- **Tuesday, July 30, 2013**
- **Thursday, August 1, 2013**
- **Tuesday, August 6, 2013**
- **Thursday, August 8, 2013; and**
- **Tuesday, August 13, 2013.**

Public notice of this order shall be provided by the Dallas, Madison and Guthrie County Clerk of Courts by posting a copy of this order on the doors of their respective courthouses and offices, and by the public elevators on each floor. A copy of this Order shall also be sent to the local Bar Association for distribution to their membership as well as a copy posted on the Judicial Branch Website by Court Administration.

DATED this 15 day of July, 2013.

  
ARTHUR E. GAMBLE, CHIEF JUDGE  
FIFTH JUDICIAL DISTRICT OF IOWA

Cc: Leisa Imboden, Guthrie County Clerk of Court  
Jan Bowers, Madison County Clerk of Court  
Marsha McDermott, Dallas County Clerk of Court  
Dallas County Bar Association, President  
Madison County Bar Association, President  
Guthrie County Bar Association, President  
Dallas County Sheriff  
Guthrie County Sheriff  
Madison County Sheriff  
Dallas County County Attorney  
Guthrie County County Attorney  
Madison County County Attorney  
Mark Zbieroski, SPD Office  
All Fifth District Court Judges  
All Fifth District Associate Court Judges  
Dallas, Guthrie and Madison County Magistrates  
All Fifth District Court Reporters  
All Fifth District Senior Judges  
Justice David Wiggins, Supreme Court Liaison Justice  
Donna Humpel, Supreme Court Clerk of Court  
Marilyn Lantz, Chief JCO  
Linda Colby, JCO IV  
Pat Penning, DHS SAM  
All D5 Case Coordinators  
Elizabeth Baldwin, DCA  
Anne Sheeley and Billie Ramey, Asst. DCA's  
Ken Bosier, IT Director, Iowa Judicial Branch  
Brandi Gravett, ICIS – Training  
Karen Zeutenhorst, ICIS, Business Analyst  
Laura Hayes, ICIS, Hardware Specialist  
Judicial Branch Website

CLERK DISTRICT COURT

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FILED  
DALLAS COUNTY, IA.